**Chryston Primary School**

**Parent Council Constitution**

1. This is the constitution for Chryston Primary School Parent Council.
2. The objectives of the Parent Council are:
	* To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers.
	* To promote partnership between the school, its pupils and all its parents/carers.
	* To develop and engage in activities which support the education and welfare of the pupils.
	* To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of 5 parents/carers of children attending the school. The maximum size is 15.
4. Parent Council members will be selected for a period of 2 years. Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing lots. Parent Council members who have completed their period of membership may put themselves forward for re-selection if they are still eligible. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups setup by the Parent Council.
5. The Parent Council may co-opt up to 5 members of the Parent Forum to assist it with carrying out its functions.
6. The Chair, Joint Vice Chair, Secretary and Joint Treasurer roles of the Parent Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council members on a 2 yearly basis at the AGM. The Parent Council will be chaired by a parent/carer of a child attending Chryston Primary School.
7. The Parent Council is accountable to the Parent Forum for Chryston Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If 25% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Councils remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
9. The Annual General Meeting will be held in May of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
	* A report on the work of the Parent Council and its committee(s)
	* Selection of the new Parent Council members
	* Selection of office bearers
	* Discussion of issues that members of the Parent Forum may wish to raise
	* Approval of the accounts and appointment of the auditor.
10. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
11. The quorum for meetings will be a minimum of three parents in attendance
12. Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one weeks notice of date, time and place of the meeting.
13. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council their membership of the Parent Council shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.
14. Copies of the minutes of all meetings will be available to all parents/carers of children at Chryston Primary School and to all teachers at the school. Copies will be available from the secretary of the Parent Council and from the school office and on the school website.
15. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances only members of the Parent Council and the Head Teacher, or their representative can attend.
16. The joint Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of at least one Treasurer and one other Parent Council member.
17. The Treasurers will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual General Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous AGM.
18. The Parent Council shall be responsible for ensuring all monies are used in accordance with the objectives of the Parent Council.
19. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
20. Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school.